



# OPEN EXAMINATION

For

## STAFF SERVICES MANAGER II

This examination is being conducted using an alternative examination and selection process for filling specified positions. All candidates who meet the minimum qualifications are encouraged to apply.

**DIVISION** : Field Operations  
**POSITION** : Staff Services Manager II  
**LOCATION** : Sacramento  
**SALARY** : \$5576 - \$6727  
**FINAL FILING DATE** : April 13, 2009

(All applications must be **received** no later than the final filing date.)

**You may fax a copy of your application to Susan Severini at (916) 657-8123 to ensure receipt by the Division prior to 5:00 p.m. on the final file date. If a faxed copy of the application was sent to the Division, you must mail the original application and Statement of Qualifications postmarked no later then the Final File Date to: Department of Motor Vehicles, Attention: Susan Severini, P.O. Box 932311, MS F-106, Sacramento, CA 94232-3110.**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Chief of Staff, the Staff Services Manager II oversees the Facilities, Fiscal & Resource Management Unit, with direct supervision over analysts with responsibilities in the areas of budget, personnel and purchasing, and a subordinate Staff Services Manager I supervising a staff responsible for the division's Facilities, Safety/Security and Contracts programs.

## **MAJOR DUTIES OF THIS POSITION INCLUDE**

- Provide direction to two analysts performing activities in support of division budget estimated at \$180 million.
- Includes development of division budget plan, expenditure tracking and spending projections; also includes oversight of division Activity Based Costing program.
- Write reports, expenditure management plans and budget change proposals.
- Develop methodologies for budget allocations, funding augmentations or reductions impacting eight geographic regions.
- Provide direction to two analysts performing activities in support of division human resources program.
- Includes exams, hires, transfers, promotions, separations, etc. for an estimated workforce of 4,500 permanent and intermittent positions.
- Oversight of division Reasonable Accommodation program.
- Provide guidance and mentorship to Staff Services Manager I responsible for division facilities management program.
- Program supports 168 field and 8 region offices statewide with facilities maintenance projects, building lease renewals, contracted services and public and employee safety/security.
- Provide direction to two analysts performing activities in support of division procurement program, ensuring field and region offices are able to obtain equipment and supplies necessary to maintain operations.
- Includes management of division Cal Card program, copier and mail machine replacement schedules, and development of Major Equipment Schedule 9.
- Write reports and papers; prepare high level, sensitive or confidential correspondence.
- Act on behalf of the Chief of Staff and represent the division in meetings and on various enterprise teams.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. Only the most qualified candidates will be interviewed based on screening criteria.

- Experience with and knowledge of administrative business support processes and requirements including contracting for services and purchasing supplies and equipment.
- Experience with and knowledge of State personnel hiring and management procedures.
- Experience with budgets including performances based budgeting, management and expenditure tracking.
- Knowledge of safety and security issues that arise in a public service environment.
- Experience providing various types of management information in response to requests from upper management, media and control agencies.
- Ability to advocate for management needs on behalf of a statewide organization.

## **MINIMUM QUALIFICATIONS**

### **Either I**

One year of experience in the California state service performing the duties of a Staff Services Manager I.

### **Or II**

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. And

Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.

### **Or III**

Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.

### **Or IV**

Experience: Four years in increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied towards this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) And

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment objectives.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment objectives.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications, and/or interview may be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate. Candidates will be notified in writing of their examination results.

**FILING INSTRUCTIONS:** Applicants failing to meet the filing instructions for this examination will be eliminated.

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. This **Statement of Qualifications** is to be a discussion of the candidates' education and experience relative to the Position Specific Qualifications/Evaluation Criteria that would qualify them for the position. **The statement cannot be more than two pages in length.**
- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

The State application and Statement of Qualifications are to be submitted to:

**Department of Motor Vehicles  
Attention: Susan Severini  
P.O. Box 932311, MS F-106  
Sacramento, CA 94232-3110**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

**SELF CERTIFICATION STATEMENT:** The signature on your application indicates that you have read, understood, and possess the minimum qualifications required for acceptance into this examination.

Any eligibility received through a previous promotional examination process will not be utilized. In order to be considered for this position, you must submit a State application and Statement of Qualification which must be received by the final filing date. Questions regarding the position should be directed to Susan Severini at (916) 657-7063. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst at (916) 657-6899. California Relay Telephone Service for the deaf or hearing impaired from TDD phone: 1-800-735-2929; from voice phones 1-800-735-2922.

## **ELIGIBLE LIST INFORMATION**

A certification list will not be established as a result of this examination; therefore, candidates will not have the ability to transfer list eligibility to other departments. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

## **CRIMINAL RECORD CLEARANCE INFORMATION**

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigations will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.